



Legislative  
Assembly of  
Saskatchewan

## **Annual Report**

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**Saskatchewan  
Legislative  
Library**

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**for the period  
ending  
March 31, 2013**

This annual report is also available in electronic format from the  
Saskatchewan Legislative Library web site at:  
[www.legassembly.sk.ca/library/](http://www.legassembly.sk.ca/library/)

Saskatchewan  
Legislative Library

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November 14, 2013

The Honourable Dan D'Autremont  
Speaker of the Legislative Assembly of Saskatchewan  
Room 129, Legislative Building  
Regina, SK S4S 0B3

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period April 1, 2012 to March 31, 2013 for tabling in the Legislative Assembly.

This report is prepared pursuant to section 80(3) of *The Legislative Assembly and Executive Council Act, 2007* and in accordance with the *Rules and Procedures of the Legislative Assembly of Saskatchewan*. It is an opportunity for the Library to highlight its delivery of parliamentary library services in Saskatchewan, and to provide accountability with respect to the state of the Library and activities underway to support the Library's ongoing development.

Highlights of activities during the report period include:

- Delivery of timely and responsive services to MLAs and library clients.
- Production of conference background kits in digital format in response to client preferences.
- Acquisition of the e-book product *Canadian Publishers Collection*.
- Move of library collections back into our Collection Annex (Walter Scott Building) following completion of the Annex's renovation in the previous fiscal year.
- Installation of re-designed, space efficient service desks in the Reading and Reference Rooms, the first in a series of steps the Library will be taking to better utilize floor space in these rooms.

The report period marked the Library's fifth and final year implementing its strategic plan developed in 2007-08. Over the last five years, the Library has moved steadily forward, completing strategic actions guided by our vision. I would like to commend the library staff for their hard work, flexibility, collaboration, and teamwork, which has made our progress possible. This report demonstrates the Library's commitment to the vision we set for ourselves in 2007-08 and to the goals of the Legislative Assembly Service.

Sincerely,

*Melissa Bennett*

Melissa Bennett  
Legislative Librarian







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## Organizational Overview

# Legislative Library Mandate

**The Legislative Library is established under *The Legislative Assembly and Executive Council Act*.**

**Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection, and to ensure the collection's present and future accessibility to parliamentarians, the public service and the people of Saskatchewan.**

Provide a parliamentary library service to all Members of the Legislative Assembly and their staffs.

Act as the official library for the deposit of Saskatchewan government publications.

Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.

Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.

Establish and maintain helpful and cooperative relationships with other government departments or departmental libraries.

## History

The Saskatchewan Legislative Library was officially established in 1905 with the formation of the province of Saskatchewan. The Library originated in a legal collection established in 1876 that developed into the library of the North West Territories Government, predecessor of the provinces of Saskatchewan and Alberta. Today, the Legislative Library is Saskatchewan's third-largest research library.

## Structure

The Legislative Library operates as a component of the Legislative Assembly Service (LAS), part of the legislative branch of government.

The Library is administered through the Office of the Legislative Librarian. It has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

Library services are provided out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. The Library's primary Collection Annex is located in the lower level of the Walter Scott Building. Functional units are based out of locations in the Legislative Building and Walter Scott Building.

## Values

The Legislative Library is committed to ensuring that parliamentarians, public servants, and citizens have access to published information resources necessary for informed decision making in a democratic society. It maintains the principles of confidentiality and non-partisan service for all library clientele.

The Legislative Library supports the vision of the Legislative Assembly Service: *a parliamentary system that is valued, trusted and understood*. It also supports the values of the Legislative Assembly Service, which are:

- The democratic process
- Impartial and exemplary service
- Accountability
- Individual and team effort

## Collections

The Legislative Library has a unique collection estimated to include half a million titles in print, microform, and electronic formats. The collection provides basic coverage in most subjects and in-depth coverage on topics of particular interest to Saskatchewan legislators. Areas of strength are: government publications, materials relating to Saskatchewan, news and current affairs, parliamentary studies, and social sciences (especially political science, public administration, social issues, economics, business, and history).

Collection features of interest:

- Current and historical Government of Saskatchewan publications
- Saskatchewan local history collection numbering over 1,000 titles
- Saskatchewan daily and weekly newspapers
- *Leader-Post* dating back to 1883
- *Western Producer* from 1924 onwards
- Full depository library for Canadian federal government publications since 1927
- Current and historical Statistics Canada material
- Complete set of federal royal commissions in microform
- Parliamentary publications (e.g. Debates and Proceedings, Journals) with an emphasis on Saskatchewan, Canada and the U.K.
- Statutes from all Canadian jurisdictions
- Select publications from other Canadian provinces and territories
- Periodicals (newspapers, magazines, research journals) and news media from across Canada, North America and the world
- Extensive collection of licensed electronic information products



## Legal Deposit of Saskatchewan Government Publications

Saskatchewan government publications are acquired for the library collection under the statutory authority of the Legal Deposit Program (in place since 1982) which requires that all Saskatchewan government departments, boards, commissions and agencies deposit copies of their published material, both print and electronic, with the Legislative Library. Statutory authority is in section 81 of the *Legislative Assembly and Executive Council Act, 2007*.

Prior to 1982, the Library had an informal responsibility to collect Saskatchewan government publications and made a consistent effort to do so resulting in the Library having a substantial historical collection of Saskatchewan government publications.

### Library Services

The Legislative Library has a broad mandate to serve the Legislative Assembly, the people of Saskatchewan and the public service. The Library strives to serve all sectors of its mandate, while giving priority and advanced service to legislative clients.

Members of the Legislative Assembly and their staff receive advanced and specialized services as well as borrowing privileges.

Saskatchewan public servants and special researchers are eligible for basic reference services and borrowing privileges.

Public clients are eligible for basic reference services and use of library material either on site or through interlibrary loan via their local library.

The Library's web site provides information about the Library, access to the Library catalogue, registered client access to the Library's licensed electronic information products, and information to help Saskatchewan government agencies comply with the legal deposit requirements of the *Act*.

### Legal Deposit Legislation

"(2) The Legislative Library is the official library for the deposit of government publications.

(3) Every department, board, commission and agency of the Government of Saskatchewan and every Crown corporation shall deposit with the Legislative Library eight complimentary copies of every government publication that:

(a) is released in any form, including print and electronic, for general or limited public distribution either for free or for sale; and

(b) is issued by them or pursuant to their authority in collaboration with a commercial publisher."

— *The Legislative Assembly and Executive Council Act, 2007*, section 81, subsections 2-3.

## **Program Areas**

### **Library Administration**

Library Administration provides leadership for library strategic development, supervision of program areas, and management of the Library's physical, financial, and human resources. Library Administration also manages the library collection, electronic resources development, public relations and partnership activities. Library Administration contributes to the strategic direction of the Legislative Assembly Service and ensures that the work of the Library is aligned with LAS organizational goals.

### **Reference and Circulation Services**

Reference and Circulation Services connects library clients with the Library's information resources. This section responds to client inquiries and assists clients in finding information required from the library collection.

This section gives priority to responding to Members' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber and in legislative committees. Assistance to legislative clients, including Members' staffs and legislative committee researchers, is also emphasized. Research support for the Library's Members' Services section is also a key function of the Reference section. Reference and Circulation Services also provide customer service to other clients who contact the Library.

Overall, this section is responsible for:

- Providing reference and bibliographic research assistance to clients
- Staffing the Library's public service areas
- Lending materials to clients
- Interlibrary borrowing and lending
- Maintaining the Library's collections housed in the Legislative Building
- Producing fact sheets, bibliographies and briefing notes
- Training and orienting clientele, and providing library tours
- Producing library promotional brochures, booklets and displays

### **Members' Services**

The Members' Services section provides non-partisan bibliographic research and customized current awareness library services to MLAs, Independent Officers, and senior officials of the Legislative Assembly Service.

A profiled Current Awareness Service is offered to individual Members of the Legislative Assembly, to Independent Officers, and in support of legislative committees. The Members' Services Librarian is in contact with each individual MLA to determine a profile of public issues on which the MLA wishes to keep current. Packages of information including magazine tables of contents, new books briefing information, newspaper clippings, and news headlines are provided to the MLA on a weekly basis. News headlines and news clippings are provided electronically or in hard copy, as requested. In addition, a confidential, Direct-User News Service is set up for MLAs who choose to register. Profiles are updated upon request, especially as MLA responsibilities change in terms of cabinet, caucus, shadow cabinet, and committee responsibilities. In-person and telephone consultations, service briefings, and tutorials are provided.

The Members' Services section produces *The Members' Newsletter*, which is published monthly during legislative sessions. *The Members' Newsletter* highlights material in the library collection and promotes awareness of library programs, services, and activities.

Members' Services also provides bibliographic research and background kits for clients attending parliamentary conferences. The information generally takes the form of current periodical articles, topical book content, and/or newspaper articles representing a balance of opinion on the topics under discussion at the particular conference.

### **Support Services**

The Support Services section performs the technical operations that make library programs and services possible.

Support Services manages the Library's integrated library computer system, Voyager, in partnership with the RegLIN consortium and the University of Regina Library. The Voyager software provides application modules for automated library acquisitions, cataloguing, circulation, and accessing the library catalogue online.

Support Services is responsible for the acquisition, processing, and cataloguing of all new materials for the library collection. The section manages the withdrawal of library materials, when required. This work involves not only physically removing the material from the collection but also updating or

deleting the corresponding records in the Library's catalogue. Overall, this section processes approximately 45,000 items annually.

Support Services administers the Legal Deposit Program for Saskatchewan Government publications, including receipt of materials, processing, and cataloguing as well as production of the monthly *Checklist of Saskatchewan Government Publications*.

The section is responsible for receiving and cataloguing federal and provincial government documents and maintaining government publication exchange arrangements with other jurisdictions.

Support Services has substantial responsibilities for the maintenance and preservation of the library collection. The section manages the binding of selected periodicals and government publications and is responsible for maintaining materials housed in the Library's Collection Annex located in the Walter Scott Building. This facility houses over 80 per cent of the Library's print collections.

### **Legislative Assembly Service Initiatives**

The Library is a part of the Legislative Assembly Service (LAS) and contributes to the LAS's initiatives and administrative committees.

The Library helps support inter-parliamentary programs and professional development activities of the Members of the Legislative Assembly. The Library provides support to the Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI), the Saskatchewan Legislative Internship Program (SLIP), and the Parliamentary Program for Public Servants.

Library employees serve on Legislative Assembly Service administrative committees that support the LAS in areas such as strategic management, human resources, technology management, and records management. The Legislative Librarian is a member of the LAS executive management committee, which is responsible for the central management of the LAS. The Legislative Librarian chairs the Records Management Advisory Committee which works to ensure that effective records management structures are implemented within the LAS.



## **Partnerships**

The Legislative Library participates in a variety of partnerships for the purposes of advancing library services.

### **Association of Parliamentary Libraries in Canada (APLIC)**

The Legislative Library is a long-time member of the Association of Parliamentary Libraries in Canada (APLIC). APLIC is comprised of the directors of the thirteen legislative/parliamentary libraries across Canada. APLIC's principal objectives are to improve parliamentary library service in Canada, foster communication among members concerning matters of mutual interest, identify issues requiring research, and encourage cooperation with related parliamentary officials and organizations.

### **Regina Library Information Network (RegLIN)**

The Legislative Library is a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services and incorporated under *The Non-profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Voyager integrated library system. Voyager provides the software applications for automated library acquisitions, cataloguing, circulation, and accessing the library catalogue online.

### **Multitype Library Board**

During the current report year, the Assistant Legislative Librarian continued to serve on the Saskatchewan Multitype Library Board, representing the special library sector of the Saskatchewan library community. This Board was established by *The Libraries Co-operation Act* in 1996 with a mandate to facilitate the cooperative development of a library system encompassing public, school, post-secondary, and special library sectors as well as other information providers such as archives, business centers, and Aboriginal libraries. The Library participates in two programs of the Multitype Library Board: the Multitype Database Licensing Program (MDLP) and the Saskatchewan Digital Alliance (SDA), outlined below.

### **Multitype Database Licensing Program**

The Library is a long-term participant in the Saskatchewan Multitype Database Licensing Program (MDLP). Organizations involved in MDLP pool funds to purchase access to electronic information products. MDLP's cooperative bulk

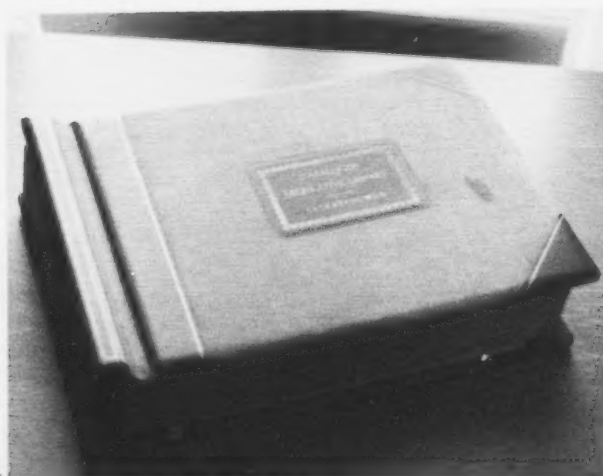
purchasing program is the only means by which the Library could afford to sustain ongoing access to the more than 15,000 electronic titles in the MDLP collection.

### **Saskatchewan Digital Alliance**

During the report period, the Legislative Librarian continued to chair the Saskatchewan Digital Alliance (SDA) steering committee. The SDA is a cross-sector, cooperative body that promotes and facilitates the development of digital collections in Saskatchewan. SDA has fostered several digitization initiatives and is currently focused on the implementation of the Saskatchewan Multitype Digitization Initiative (SMDI), a collaborative initiative of the Ministry of Education, SDA, the Multitype Library Board, and the University of Saskatchewan. SMDI aims to identify, preserve, and provide access to Saskatchewan cultural and historical documents, artifacts, and other resources. SMDI has spearheaded the development of the Saskatchewan History Online (SHO) project. More information about the SDA is at <http://www.saskdigital.ca>.

### **Public Records Committee**

The Legislative Librarian is a statutory member of the Public Records Committee by authority of Section 18(2) of *The Archives Act, 2004*. This committee reviews and approves record schedules for public records.



Legislative Library catalogue  
ca 1906

Photo credit: Saskatchewan Archives Board, Photograph No. 86-1004-40





## Organizational Performance

### Strategic Planning Context

The Legislative Library strategic plan is informed by the strategic plan of its parent organization — the Legislative Assembly Service (LAS), as well as the Library's mandate (see page 6), and factors in the library's operating environment. This context forms the basis for the development of a four to five year strategic plan for the Library's development.

### Legislative Assembly Service Strategic Plan

The vision, goals, and objectives of the Legislative Assembly Service establish expectations that steer development within the organization. The Library's plan works to ensure it is fulfilling LAS requirements.

#### Legislative Assembly Service Strategic Plan

##### LAS Vision:

A parliamentary system that is valued, trusted, and understood.

##### LAS Goals and Objectives:

##### GOAL 1: Sustained and Enhanced Institution of Parliament

###### Objectives:

- 1.1 Meet the requirements of House and Committees
- 1.2 Promote strong stewardship and effective management of resources
- 1.3 Ensure legislative records and information are accessible
- 1.4 Foster awareness and knowledge of the Legislature

##### GOAL 2: Purposeful Services with Accountable Governance

###### Objectives:

- 2.1 Provide high standard services, information and advice
- 2.2 Promote effective management structures, processes and accountability
- 2.3 Ensure appropriate accommodation for support and delivery of parliamentary services

##### GOAL 3: An Effective, Responsive Work Environment

###### Objectives:

- 3.1 Build and maintain effective and efficient human resource structures
- 3.2 Encourage innovative, flexible and collaborative employees
- 3.3 Build strong organizational communication
- 3.4 Manage change effectively

## **Influencing Factors in the Library's Operating Environment**

### **Challenges**

**Digital Environment** — Changing information technologies continue to impact core library operations including acquisitions, collections management, and service delivery. The rate of technological change, more so than the technology itself, is among the greatest challenges that the Library faces, requiring continuous adjustment of work flows and re-evaluation of core processes.

**Accommodation** — Accommodating the Library's collections and services within existing library facilities remains a challenge. The addition of a new mezzanine in the Library Reading Room in 2010-11 provided more collection space. Renovation of the Library's Collection Annex in the Walter Scott Building in 2011-12 provided a small amount of additional shelving as well as a climate control system which will provide a better environment for preserving historic library materials. The Library continues to develop additional strategies to ensure the best use of existing space.

**Collection management** — The digital environment and accommodation constraints have driven the need to rationalize the acquisition and retention of library materials to ensure a focused, sustainable collection. Preservation of collection materials continues to be a concern. Increasing numbers of aged and worn items require conservation, repair, or format replacement, and the Library needs to develop strategies and set priorities for managing them.

**Human resources management** — Succession planning, knowledge transfer, and employee training and development continue to be important. Over the last five years, the Library has seen the retirements of four long-serving employees, representing 22 per cent of the Library work force. The need to adjust work flow processes to better leverage human resource capacity to meet current library challenges continues.

### **Strengths**

**People** — The Library has knowledgeable, skilled, and service-oriented employees who bring enthusiasm and vision to their work. Although the Library has experienced the loss of long-serving employees due to retirements, it had the opportunity to recruit new employees who bring new contributions. The Library is also strengthened by the leadership and support of the Legislative Assembly Service.

**Services & Collections** — The Library has well-established programs and services for Members and additional clientele for which it consistently receives



positive feedback. The Library has valuable, established collections which provide the basis for delivering high quality information. The Library also has a strong and growing suite of digital collections that are effective and valued.

**Strategy** — The Library has developed a strong vision for the future and a clear sense of direction as a result of its strategic, operational, and annual planning initiatives, as well as the support of the Legislative Assembly Service strategic plan.

**Heritage** — As the oldest library collection in Saskatchewan, the Library holds significant heritage value for the Province. The ongoing stewardship and vitality of the Library is an important endeavour.



Legislative Library Reading Room  
1947

Photo credit: Saskatchewan Archives Board, Photograph No. R-A 344(1)

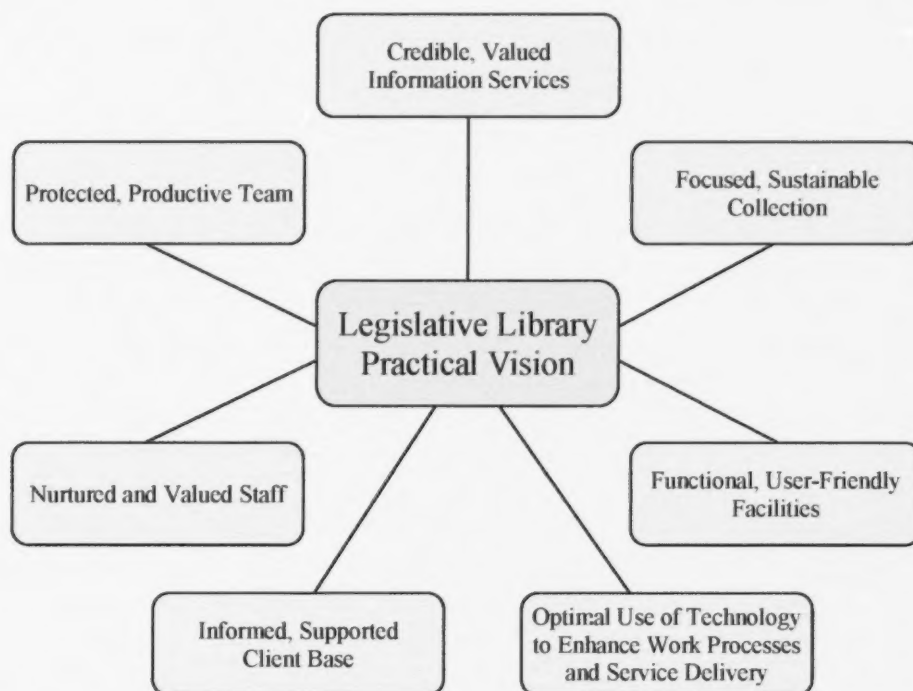
## Legislative Library Strategic Plan 2007-2013

The report period marked the fifth and final year of implementing the library strategic plan established in 2007. The Library has achieved most of its strategic actions and made substantial progress on the few outstanding items.

The 2007-2013 strategic plan included seven practical vision themes, three strategic directions, and nine supporting strategies. These elements are recapped below, followed by a summary of the Library's major accomplishments during this five-year period.

### Practical Vision

The Practical Vision answers the question, "What do we want the Legislative Library looking like in the next five years?" Library staff brainstormed responses that were clustered into seven key themes outlined as follows:



## Strategic Directions

The Library's Strategic Directions provide the road map to fulfilling the vision. They answer the question, "What can we do to deal with obstacles and realize our vision?"

Library staff brainstormed responses that were clustered into three major strategic directions with several supporting strategies, outlined below. The Library's annual work plans concentrate on initiatives to fulfil these strategic directions.



### **Looking Back: Strategic Accomplishments, 2007-2013**

Highlights of the Library's accomplishments in the three strategic directions identified include:

#### **Strategic Direction 1: Greater Client Awareness and Benefit**

- Expansion of reference desk service hours to provide professional librarian assistance during all library operating hours both in and out of session.
- Increase in staffing support for the production of MLA conference kits.
- Expansion of collection materials in electronic format.
- Implementation of electronic delivery of various current awareness services, including digital conference kits and mobile access to the Direct-User media monitoring service for MLAs.
- Redesign of the Library's public web space after a thorough assessment.
- Assessment of the Library's electronic resources and implementation of the resulting recommendations for ongoing rationalization and development of these resources.
- Strengthening of the Library's repository of digital Saskatchewan government publications by establishing repository procedures, cataloguing a backlog of publications, and enhancing the cataloguing detail.
- Provision of a regular pattern of annual events to showcase library services, such as open houses, book readings, orientations, and tours.
- Completion of a draft communication plan to guide development and management of the Library's external communications.
- Continuation of high quality core services.

#### **Strategic Direction 2: Fulfilling Staff Potential**

- Remediation of ergonomic deficiencies in staff work spaces.
- Sustained pattern of regular learning and development opportunities for employees.
- Review of operational processes in the Support Services unit and implementation of workflow improvements resulting in a more collaborative work environment that provides employees with a wider range of job functions and input into the ongoing development of work processes.

#### **Strategic Direction 3: Planning for Service Excellence**

- Automation of the Library's periodical subscription management system. Records for 1,563 periodical titles were migrated to digital format.
- Installation of a full climate control system in the Collection Annex in the Walter Scott Building to meet the preservation requirements of the Library's heritage collections.

- Installation of a new mezzanine-level walkway and bookshelves in the Library Reading Room.
- Design and installation of new service desks in the Reading and Reference Rooms.
- Identification of further options to enhance the functionality and form of the Reading and Reference Rooms.
- Establishment of baseline measurements to enable ongoing analysis of growth and space requirements for the Library's print collections.
- Revision of policy and procedures for accepting and handling unsolicited donations.
- Development and implementation of guidelines, policies, and procedures for culling print materials that are superfluous to the current and ongoing needs of the Library's clients. Reviews completed of several collection areas.
- Review of operational processes in Support Services. Activities no longer in keeping with the strategic directions of the library were discontinued. Ongoing and new activities were analyzed and revised to conform to best practice.

### **Looking Forward: Legislative Library Strategic Plan 2013-2016**

In January, 2013, the Library staff engaged in a facilitated, consensus-based planning process in order to create new divisional strategic objectives for the next three years. The reduction of the planning time frame from five to three years will allow the Library to reassess and adjust its direction in a more timely fashion in response to the rapidly changing technological environment, as well as to align its planning cycle more closely with that of the LAS.



## **Strategic Performance 2012-2013**

The Library's annual work plans focus on continuing to fulfill the vision and strategic directions in the 2007-2013 Library strategic plan.

In 2012-13, the Library achieved new milestones, as well as continuing core services. Key results are outlined following under each strategic direction theme.

### **Strategic Direction 1: Greater Client Awareness and Benefit**

This strategic direction focuses on maintaining and enhancing services, as well as promoting the benefits of these services to library clientele.

#### **Key Results:**

- **Research and reference services delivered**

The Library handled 2,160 reference/research transactions in 2012-13. This included 988 transactions with primary clients (MLAs, legislature, caucus, independent officers, and constituency staff), and 1,172 transactions with public servants and members of the public. The Library received messages of positive feedback and appreciation from clients.

- **Personalized Current Awareness Information Services delivered**

The Library's suite of personalized Current Awareness Information Services for Members continues to be well-used. Detailed statistics are provided in the appendices. The Direct-User News Service, which enables clients to privately monitor news on topics of interest, remains the most popular of the Library's current awareness offerings, with 57 clients registered for the service.

- **Parliamentary conference information delivered**

The Library prepared backgrounder kits for 56 delegates (including Members, Clerks, and guest delegates) attending 10 conferences. For the first time, conference backgrounder kits were offered in PDF format to delegates who prefer digital to print. The backgrounder kits for the Annual Meeting of the Midwestern Legislative Conference and the Pacific Northwest Economic Region Annual Summit continue to be a collaborative effort. Intergovernmental Affairs — International Relations and the Library work together to produce the materials provided to delegates representing the Province of Saskatchewan. This report year marks the 11th year of the joint effort.



- **Outreach, orientation and collaboration continued**

On April 25, 2012, the Library held an Open House to showcase library collections and services for library clients. Approximately 45 people participated in the event.



Guests attending the Library Open House  
April 25, 2012  
Photo credit: Legislative Library

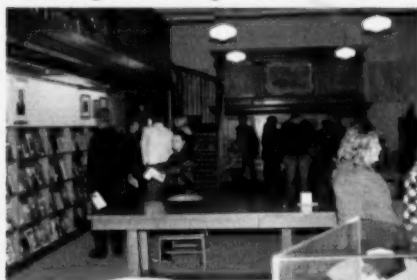
On May 9, 2012, the Library and the Saskatchewan Book Awards partnered to present the 4th annual “Lunch Hour of Readings” in the Library Reading Room. The event featured readings from 2011 Saskatchewan Book Award winners. Thelma Poirier read from *Rock Creek Blues*, which won the Poetry Award, Darren Prefontaine read from *Gabriel Dumont: Li Chef Michif in Images and Words*, which received the Book of the Year Award, and Anne McDonald read from *To the Edge of the Sea*, which won the First Book Award.



Anne McDonald reading from her book *To the Edge of the Sea*  
May 9, 2012  
Photo credit: Legislative Library

On June 7, 2012, the Director of Reference Services and staff of the Manitoba Legislative Library and the Alberta Law Libraries delivered a webinar on using the legislative publications of the prairie provinces for the Canadian Association of Law Libraries.

On the evening of October 11, 2012 the Library was open to the public as part of the celebration of the 100th anniversary of the opening of the Legislative Building. The Legislative Librarian and Director of Reference Services were on



hand in the Library to welcome guests and answer questions.

Public guests exploring the Library Reading Room during celebration of the 100th anniversary of the Legislative Building

October 11, 2012

Photo credit: Joelle Perras

Each year the Library prepares briefing notes for the *Saskatchewan Teachers' Institute on Parliamentary Democracy*. This is an annual professional development opportunity for teachers to experience an insider's view of government and the legislative process. It is an initiative of the Office of the Speaker, supported by the Ministry of Education. The Library ensures that there is material to brief the participants for each of the sessions they attend. Topics range from the role of the Speaker to youth in the political process. The Library also ensures that all the sections of the Library's public web site are up-to-date as the materials on the web site are used as resources for the teachers during the Institute.

Each year the Library delivers orientation sessions to a variety of clients and audiences. This year, orientations included:

- Orientation for interns participating in the *Saskatchewan Legislative Internship Program (SLIP)*. This orientation focused on Library services available to them and on the role of legislative libraries in general.
- Orientation for Government of Saskatchewan employees participating in the Legislative Assembly's *Parliamentary Program for Public Servants*. This orientation occurs when the House is in Session, both in the Spring and the Fall.

- **Electronic resources collection expanded**

The Library continues to expand the number of electronic resources offered to clients. During this report year, the Library licensed a major e-book collection,



the *Canadian Publishers Collection*, from the Canadian Electronic Library. The *Canadian Publishers Collection* contains over 13,000 e-books from 65 leading Canadian academic and trade publishers.

- **Implementation of recommendations of Electronic Resources Assessment Report completed**

The Library concluded a multi-year phased implementation of the recommendations made in 2008-09 in its *Electronic Resources Assessment Report*. During this report period, the Library dealt with the report recommendations concerning management of the Library's reference collection of materials in CD-ROM format.

- **Repository of Saskatchewan government publications in electronic formats continues to grow**

The Library continues to develop its repository of digital Saskatchewan government publications.

By the end of 2012-13, the electronic repository contained 4,133 monographic publications and 10,865 issues of 585 serials (up from 2,524 monographic publications and 8,560 issues of 518 serials in the previous year). All of the materials in the repository are linked to records in the Library's online catalogue. Readers are able to look up a publication in the catalogue and click a link for immediate access to it.

Access to the Library's repository of digital Saskatchewan government publications is enhanced through participation in the Government and Legislative Libraries Online Publications (GALLOP) Portal which provides access to the digital government publication collections of parliamentary libraries across Canada. The portal was developed by the Association of Parliamentary Libraries in Canada (<http://www.aplic-abpac.ca>) and was made available for public use in January 2013.

- **Library publications issued**

The Library produced four issues of *The Members' Newsletter*, which is produced monthly during legislative sessions, to highlight library services and materials. The featured compilation *New Books in the Library*, which includes a request form for borrowing new books, is included in each newsletter and continues to generate many new book requests.

The Library produced twelve issues of the *Checklist of Saskatchewan Government Publications* which highlights new publications issued by the Government of Saskatchewan. The *Checklist* is posted on the Library's web site.

**Strategic Direction 2: Fulfilling Staff Potential**

This strategic direction focuses on providing a healthy work environment as well as learning and development opportunities for library employees. It also focuses on reviewing work processes to ensure efficient use of human resources.

**Key Results:**

- **Employee learning and development**

In 2012-13, the Library staff participated in a variety of learning and development opportunities that offered them the chance to improve their technical skills and/or to stay current with the rapidly evolving state of the library and information services sector.

The Library began an in-house learning initiative to support Library employees in gaining experience using a variety of popular tablets and e-book readers. The initiative will enable them to better assist clients who need help using their own mobile devices to access Library materials, and also to identify any ways in which use of mobile devices might enhance their own work productivity. The Library selected and acquired devices during the report year with the assistance of LAS Communications and Technology Services Branch staff. Training and experimentation with the devices will take place in the coming year.

In addition, Library staff participated in a number of learning and development opportunities deployed by the Human Resources Branch of the Legislative Assembly Service.

Library managers participated in the first phase of the implementation of the LAS competency framework and by the end of the report year had helped to create position-specific competency profiles for their own positions. The same group were also participants in the first phase of implementation of the new LAS employee planning and development process, and by the end of the report year had created individual training and development plans to guide their professional development over the coming year.

**Strategic Direction 3: Planning for Service Excellence**

This strategic direction focuses on reviewing the Library's priorities, policies, and procedures to ensure effective deployment of resources. It also focuses on consistently adapting and implementing priorities with respect to its collection and collection space.

## Key Results:

- **Targeted reviews of collections and collection management policies continued**

Library staff involved in selection and maintenance of collection materials set targets for reviewing the materials in their assigned subject areas. As part of this process the Library implemented guidelines for the review and withdrawal of collection materials which were developed the previous fiscal year. This effort is part of the Library's more rigorous approach to collection review in order to manage collection growth in limited accommodation space.

- **Facility and space planning continued**

In 2012-2013, the Library continued efforts to re-vamp its use of space in the Reading and Reference Rooms in the Legislative Building. The Library installed re-designed, more space-efficient service desks. This freed up floor space that will be re-purposed in the next fiscal year, along with further re-organization of furnishings in those areas.



Newly installed service desks in the Reading and Reference Rooms

March 2013

Photo credit: Legislative Library

- **Collection Annex move**

The Library completed an extensive move of shelving and collections back into its Collection Annex in the Walter Scott Building following the completion of renovations and installation of a climate control system in that space. The Library also installed additional shelving in the Annex to provide improved accommodation for oversized materials. The Collection Annex holds approximately 80% of the Library's collections. Planning is underway for the transfer of the materials in the Library's rare book vault to the renovated Annex which now offers a better environment for the long-term preservation of these materials, as well as a safer working environment for staff than was possible in the old vault.



## **Appendices**

**Statistical Summary**2010/2011 2011/2012<sup>1</sup> 2012/2013**Web Site Statistics<sup>2</sup>**

Unique visitors to Library web site	13,272	7,805	5,542
Visits to Library web pages	69,626	34,020	7,819
Pages viewed by visitors to Library web site	2,866,663	173,008	28,288

**Reference and Circulation Services**

Reference Inquiries	1,956	2,075	2,160
Computer Searches	1,846	2021	2,029
Photocopy Services to Clients (copies)	9,418	7,420	7,145

Out of Library Circulation	1,763	1,798	2,002
In-Library Use	10,519	10,008	8,947
Total Circulation	12,282	11,806	10,949

Interlibrary Loans Borrowed for Library Clientele	163	101	137
Interlibrary Loans Requested by Other Libraries	144	103	91
Total Interlibrary Loans	307	204	228

**Members' Current Awareness Services**

Electronic News Clipping Service (articles provided)	34,256	23,294	16,964
Periodical Contents Service (title pages provided)	1,795	1,185	1,672
News Headlines Service/Online Information (citations provided)	31,314	8,463	4,001
New Book Alert (title pages provided)	3,923	3,352	3,791
Direct-User News Service/Special Edition (registered clients at year-end)	62	53	57
Direct-User News Service/Special Edition (total system counts/hits)	41,777	27,583	17,929

**Support Services**

Materials ordered (titles)	2,933	1,019	1,154
Government Publications Received (items)	15,052	10,913	11,020
Serials and Periodicals Received (items)	11,086	11,042	10,918
Cataloguing (titles)	3,869	3,352	2,893
Binding (volumes)	180	184	0
Materials Withdrawn (items)	22,544	24,536	30,357

**Saskatchewan Deposit Program**

Government Publications Received (titles)	845	777	817
Government Publications Sent to Micromedia	1,269	886	956

<sup>1</sup> Provincial general election, November 7, 2011. Services to incumbent MLAs suspend from call of the election until after polling day.

<sup>2</sup> Mid-year in 2011/12, the LAS switched the software used to collect web site usage statistics. The new software produces statistics that are lower and more accurate because they do not include search engine traffic.

**Information Kits Prepared to Support Delegate Attendance at  
Parliamentary Conferences and Seminars 2012-2013**

**37<sup>th</sup> Regional Conference of the Commonwealth Parliamentary Association  
(CPA) Caribbean, Americas and Atlantic Region**

**Kingston, Jamaica, May 11-18, 2012**

Number of backgrounder kits prepared: 2

Content: 21 articles on 7 topics.

**23<sup>rd</sup> Commonwealth Parliamentary Seminar**

**Apia, Samoa, May 24 – 30, 2012**

Number of backgrounder kits prepared: 1

Content: 16 articles on 8 topics.

**Pacific Northwest Economic Region (PNWER) 2012**

**22<sup>nd</sup> Annual Summit**

**Saskatoon, Saskatchewan, July 15 – 19, 2012**

Number of backgrounder kits prepared: 21

Content: 54 articles on 15 topics.

**The Council of State Governments**

**CSG Midwest 67<sup>th</sup> Annual Meeting of the Midwestern Legislative  
Conference**

**Cleveland, Ohio, July 15 – 18, 2012**

Number of backgrounder kits prepared: 10

Content: 73 articles on 27 topics.

**Commonwealth Parliamentary Association 50<sup>th</sup> Canadian Regional  
Conference 2012**

**Quebec City, Quebec**

**July 15 – 21, 2012**

Number of backgrounder kits prepared: 8

Content: 19 articles on 8 topics.

**National Conference of State Legislatures**

**NCSL Legislative Summit 2012**

**Chicago, Illinois**

**August 6 – 9, 2012**

Number of backgrounder kits prepared: 2

Content: 68 articles on 40 topics.

**XXVIII<sup>e</sup> Session de L'Assemblée Parlementaire de la Francophonie  
Région Amérique (APF)**

**La Nouvelle-Orléans et Baton Rouge, (Louisiane)**

**7 – 10 août 2012**

Number of backgrounder kits prepared: 7

Content: 17 articles on 8 topics.

**18<sup>th</sup> Annual Bowhay Institute for Legislative Development (BILLD)  
Madison, Wisconsin**

**August 10 – 14, 2012**

Number of backgrounder kits prepared: 1

Content: 29 articles on 15 topics.

**Commonwealth Parliamentary Association  
58<sup>th</sup> Commonwealth Parliamentary Conference**

**Sri Lanka**

**September 7 – 15, 2012**

Number of backgrounder kits prepared: 3

Content: 22 articles on 9 topics.

**Council of State Governments Annual Meeting  
Austin, Texas**

**November 30 – December 3, 2012**

Number of backgrounder kits prepared: 1

Content: 12 articles on 6 topics.



## Legislative Library Functional Organization Table

Legislative Library Functional Organization		
Library Administration		
<ul style="list-style-type: none"> <li>• Provides leadership for the Library's strategic development</li> <li>• Contributes to the strategic direction of the parent organization</li> <li>• Ensures alignment of library initiatives with organizational goals of the parent organization</li> <li>• Oversees library program areas</li> <li>• Manages library physical, financial, and human resources</li> <li>• Manages library collections development and accommodations</li> <li>• Oversees public relations and partnership activities</li> <li>• Develops and maintains the Library's web spaces</li> </ul>		
Reference & Circulation Services	Members' Services	Support Services
<ul style="list-style-type: none"> <li>• Provides reference and bibliographic research assistance to clients</li> <li>• Staffs the Library's public service areas</li> <li>• Lends library materials to clients</li> <li>• Manages interlibrary borrowing and lending activities</li> <li>• Maintains collections in the Legislative Building</li> <li>• Produces bibliographic research materials including fact sheets, bibliographies &amp; briefing notes</li> <li>• Trains &amp; orients clients</li> <li>• Produces promotional brochures, booklets and displays</li> <li>• Provides tours to library visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and maintains personalized client interest profiles for MLAs, legislative officials and in support of committees</li> <li>• Provides customized, profile-based information services including:               <ul style="list-style-type: none"> <li>- Media monitoring</li> <li>- Electronic news clipping services</li> <li>- Magazine tables of contents</li> <li>- New book alerts</li> </ul> </li> <li>• Provides bibliographic research assistance and briefing materials to support MLA professional development activities</li> <li>• Produces <i>The Members' Newsletter</i></li> </ul>	<ul style="list-style-type: none"> <li>• Acquires, processes &amp; catalogues new materials</li> <li>• Administers the Legal Deposit Program for Saskatchewan government publications</li> <li>• Manages the automated systems for acquisitions, cataloguing, circulation &amp; public access catalogue</li> <li>• Maintains collections in the primary collection annex in the Walter Scott Building</li> <li>• Produces the <i>Checklist of Saskatchewan Government Publications</i></li> <li>• Administers publication exchange agreements with other jurisdictions</li> <li>• Manages the disposition of surplus and superseded materials</li> <li>• Prepares materials for binding</li> </ul>



## **Legislative Library Staff**

The Legislative Library has a permanent staff establishment of sixteen persons.

**As of March 31, 2013 the following persons were members of the permanent staff:**

### **Library Administration**

Melissa K. Bennett, B.A., M.L.I.S.  
Legislative Librarian

Liza Leutenegger, B. Admin.  
Administrative Assistant,

Patricia M. Kolesar, B.A. (Hons.), M.L.S.  
Assistant Legislative Librarian

### **Reference and Circulation Services**

Leslie J. F. Polsom, B.A., M.L.I.S.  
Director of Reference Services

Michelle Giese, B.A., M.L.I.S.  
Reference and Electronic Resources Librarian

Beth E. Christianson, B.A., M.A.L.S.  
Reference Librarian

Cameron McKay, B.A., M.A., M.L.I.S.  
Reference Librarian

Kim Heidebrecht, Library and Information Technology Diploma  
Client Services Manager

Andrea D. Mancuso, B.A., Library Sciences Technician Diploma  
Client Services Assistant

### **Members' Services**

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification  
Members' Services Librarian

### **Support Services**

Gina Abel, Library Technician Certificate  
Support Services Manager

Chris Oxman, Library and Information Technology Diploma  
Support Services Technician

Michele Strueby, Library Technician Certificate  
Support Services Technician

Ashley E. Binns, Library Technician Certificate  
Support Services Technician

Ivana Ruzic, Bachelor of Law  
Support Services Assistant

**The following persons were employed on a non-permanent basis:**

### **Reference and Circulation Services**

Raeleen Rooney, B.A.  
Circulation Assistant

### **Members' Services**

Geoff L. Grauer  
Members' Services Assistant

Janessa V. Hegel  
Members' Services Assistant

Jalal K. Fietz, M.L.I.S.  
Members' Services Research Assistant

### **Support Services**

Christine West, B.A.  
Support Services Assistant

## Departures by Permanent Staff

Charles Wood, B.A., M.L.I.S.,  
Reference Librarian  
Resigned September 2012.

Bette Desjarlais, B.Ed., M.L.I.S.  
Director of Support Services  
Retired March 2013 after 12 years of service to the Legislative Library.



Melissa Bennett presenting to Bette Desjarlais (on left) at her retirement party, and with guests who attended.

Feb. 19, 2013

Photo credits: Legislative Library